United Nations ST/IC/2004/16

Secretariat

30 March 2004

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2004 competitive examination for Associate Documentation Officer**

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat at the P-2 level and below who wish to take the competitive examination for the post of Associate Documentation Officer in 2004, in accordance with the provisions of ST/AI/1998/7 of 23 March 1998. This examination is for the post of Associate Documentation Officer classified at the P-2 level.

2. The competitive examination for the post of Associate Documentation Officer will be held on **1 October 2004** in New York, Geneva and other locations according to the number and location of qualified candidates convoked for the examination. There will be a vacancy for an Associate Documentation Officer effective 1 January 2005. In addition, a roster will be established from which future vacancies for the post of Associate Documentation Officer in the Terminology and Reference Section of the Documentation Division, Department for General Assembly and Conference Management, will be filled.

3. The Associate Documentation Officer is responsible for reviewing and evaluating documents submitted for referencing prior to translation, assigning and supervising the work carried out by the reference staff, contacting submitting officials to clarify sources and obtain additional documentation, negotiating deadlines with Documents Control as necessary and advising the Chief of Section on staffing requirements and work strategies.

4. The examination is open to staff members of the Secretariat at the P-2 level and below, including those in the General Service and related categories, as well as to qualified external applicants.

5. Staff members of the Secretariat applying for the examination must:

(a) Have excellent knowledge of English and either French or Spanish and a working knowledge of one additional official language of the United Nations (Arabic, Chinese, French, Russian or Spanish);

* Expiration date of the present circular: 31 December 2004.

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(b) Hold a first-level university degree from an institution at which English, French or Spanish is the principal language of instruction;

(c) Have at least five years of recent experience in referencing documentation for language staff;

(d) Possess sound knowledge of database applications.

6. Knowledge of additional official languages of the United Nations is an asset. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of United Nations official languages be supported by relevant documentation in their official status files. Staff members who have been enrolled in the United Nations Language and Communications Programme in any of the languages claimed must have passed the United Nations Language Proficiency Examination in that language. Candidates who have not attended United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages. For this purpose, staff members should attach to their application either photocopies (not originals) of either diplomas or certificates from language schools or a brief explanation of how they acquired their knowledge of the languages claimed.

7. The requirement of a first-level university degree mentioned in paragraph 5 (b) may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status at which English, French or Spanish is the principal language of instruction, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

8. The Board of Examiners will review all applications and invite the best-qualified candidates to take the examination. All applicants will be informed in writing of the Board's final recommendation in respect of their candidature. **The Board's decisions are final.**

9. The written examination will consist of the following two sections:

Section 1:

(a) Questions on the process and methods of referencing documentation prior to translation, including research methodology (1 ½ hours);

(b) Questions on United Nations documentation and the structure of the United Nations system (45 minutes).

It should be noted that section 1 is eliminatory. Only candidates who are successful in section 1 will have their other papers marked.

Section 2:

(a) Questions dealing with practical problems that may arise when working as a team leader or team member (45 minutes);

(b) An essay question chosen by the candidate in either French or Spanish on a subject relating to the United Nations (30 minutes);

(c) A general essay question chosen by the candidate in a language (Arabic, Chinese, French, Russian or Spanish) other than the language chosen by the candidate in section 2 (b) (30 minutes).

The use of a dictionary or any other reference material is not permitted during the examination.

10. On the basis of the results of the written examination, the Board of Examiners will invite selected candidates to the second part of the examination, which will include an assessment of the candidates' personal qualities, professional experience, basic knowledge of the United Nations and ability to work as a member of a team. Applicants are reminded that the second part of the examination is an integral part of the selection process.

11. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are not subject to appeal. The Board does not release individual results. Candidates selected from the roster to fill a vacancy will be offered an appointment as Associate Documentation Officer for a trial period of two years.

12. Staff members at the P-1 level or below selected to fill this vacancy will be assigned to the P-2 level for a trial period of two years. Staff members who are already at the P-2 level will be assigned at that level.

13. Staff members applying to take the examination should complete the attached form and submit it, **no later than 2 August 2004**, by mail, fax or e-mail to:

2004 Competitive Examination for Associate Documentation Officer
Examinations and Tests Section
Division for Organizational Development
Office of Human Resources Management
Room S-2575E
United Nations Secretariat
New York, NY 10017
U.S.A.
Fax No.: (1-212) 963-3683
E-mail: OHRM_exam@un.org

Applications received after the above deadline will not be considered. **Faxed or e-mailed applications are preferred.**

14. Only those candidates who are invited to sit for the examination will receive the detailed schedule of the examination to which they are convoked. This information will be attached to the candidate's letter of convocation.

Application

2004 competitive examination for Associate Documentation Officer

Index No. ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐ Male ☐ Female ☐

Date of entry on duty: Month ☐☐ Year ☐☐☐☐

Type of contract: _____ Expiration date: _____

Department/Office: _____ Duty station: _____

Room No. _____ Tel. extension _____ Fax extension _____ E-mail _____

Have you taken another United Nations competitive examination? Yes ☐ in (year) ☐☐☐☐ No ☐

If yes, which examination(s): _____

What is your main language?[1] ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Please complete an up-to-date P.11 form, or preferably a PHP form, and attach it to this application. Describe your educational background and work experience (giving dates and length of time) in the areas of referencing, translation and editing, if any, and indicate your experience in using the United Nations Official Document System (ODS), the Internet and database applications.

Applications submitted without either a P.11 or PHP form, will not be considered.

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Signature: (When applying by e-mail, **type** the date and your name below)

Date _____ Signature _____

I have read information circular ST/IC/2004/16 and I understand that, if I am successful in the 2004 competitive examination for Associate Documentation Officer, and am recommended for inclusion in the roster, my assignment as an Associate Documentation Officer will be subject to my acceptance of the conditions of service indicated in paragraph 12 of that circular.

Date _____ Signature _____

Notes

[1] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to English, French or Spanish as their main language must be supported by relevant documentation in their official status files.